



UCI INTERNATIONAL CENTER
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GRADUATE STUDENT REDUCED COURSE LOAD REQUEST FORM

To maintain immigration status international students (F-1 and J-1 visa status) are required to be enrolled for a full course of study (12 units) each quarter, except summer*. Under certain circumstances (listed below), permission may be granted to enroll in a reduced course load (less than 12 units). The IC must authorize your petition for a reduced course load prior to dropping below 12 units. *If you are obtaining your degree during summer session, enrollment in summer is required.

Reduced Course load Request for: () Fall () Winter () Spring () Summer Year: _____

Name (print clearly): _____ Student ID: _____

UCInetID (email): _____ Telephone: _____

Expected completion of degree: (Quarter) _____ (Year) _____

I am requesting a reduced course load for the following reason (Academic Advisor/Department confirmation NOT required):

Academic Leave of Absence. Submit Graduate Division Form – *Academic Leave of Absence*. The IC will keep your SEVIS record active if your LOA is for one quarter. It is **mandatory** to remain outside the U.S. during the approved LOA period - no exceptions. If your LOA exceeds one quarter your SEVIS record will be terminated. Schedule an appointment with IC advisor for further information on immigration advice on how to resume your studies at UCI.

Academic Leave of Absence due to Health/Medical Reasons. Submit Graduate Division Form – *Academic Leave of Absence*. International students needing to be absent for a medical/health condition must submit documentation substantiating the medical condition. In order to get authorization from the IC, it is required to obtain a letter from a CA licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist. The letter must include the recommendation from the doctor to be absent for one quarter due to a medical condition and must state that you are under the doctor's care. Only letters on original doctor/hospital letterhead will be accepted. Schedule an appointment with IC advisor for additional information and specific procedures prior to requesting a LOA due Health/Medical Reasons.

Part Time Study due to Health/Medical reasons: Submit Graduate Division Form – *Reduced Fee Part Time Study Program*. International students needing to take less than 12 units due to a medical/health condition must submit documentation substantiating the medical condition. In order to get authorization from the IC, it is required to obtain a letter from a CA licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist. The letter must include the recommendation from the doctor to take a reduced course load for one quarter due a medical condition and must state that you are under the doctor's care. Only letters on original doctor/hospital letterhead will be accepted. Schedule an appointment with IC advisor for additional information and specific procedures prior to requesting a LOA due Health/Medical Reasons.

Filing Fee Status. Submit Graduate Division Form – *Filing Fee Petition*. You can be on filing fee during your last quarter at UCI assuming you have not been on a part time status during previous quarters due to *having less than 12 units to complete program*. You can only be on filing fee one time during your studies at UCI. When The IC approves your Filing Fee, your I-20 will be shortened to the end date of the quarter on Filing Fee. You will be expected to graduate at the end of the filing fee quarter. Students on filing fees are not eligible for an extension of their I-20 beyond the quarter on filing fee.

The following reasons require Academic Advisor/Department confirmation:

Part Time Study due to having less than 12 units to complete all requirements for the degree. Submit Graduate Division Form– *Reduced Fee Part Time Study Program*. When the IC approves your part time study form, your I-20 will be shortened to the end of the quarter on part time status. You will be expected to graduate at the end of the quarter on part time. Students on part time status due to *having less than 12 units to complete all required requirements for the degree* are not eligible for an extension of their I-20 beyond the quarter on part time.

- Part Time Study due to:**
- () Initial difficulties with the English language
 - () Initial difficulties with reading requirements
 - () Unfamiliarity with American teaching methods
 - () Improper course level placement
- } These reasons are acceptable only once during the program of study.

Advisors Name: _____ Academic Department _____

Date: _____ Signature: _____